

ACADEMIC REPORT

CertHe Skills for the Workplace

Academic and Employability Skills

ACE

T1G4

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Introduction

The purpose of this report is to reflect on some of the information and topics studied in class, explained by the lecturer Anita Nan.

In my lessons with Mrs Anita, I learned more about Time management, also many ways that it can be used as a help on my daily tasks, using methods and rules to make it more understandable and easier to be practised, in addition on the following classes I understood what is a clause also how to make good sentences, organise paragraphs, use linkers words, paraphrasing, also how to make good and useful notes.

My main point on this report is to explain some of the topics learned in class, using the Gibbs model which is a way to give structure to learning from experiences, allowing me to learn and plan from things that went well or things that didn't go that well. The Gibbs model has five stages, being them: Description, of the experience that I had, feelings, about the experience, evaluation, that can be good or bad, conclusion, about what I learned and what can be done different and last but not least, action plan, for how I would act if similar situation happens in the future and general changes I might find helpful and appropriate.

Description

Topic number 1

Time Management is a way to organise and plan how to divide time between different activities. Time is something very important for me and in my opinion should be for everyone. In life I have a lot of things to do, lots of achievements that I dream about, I have to eat, work, study, be with family, enjoy, travel and so many more things that I could be hours listing them but without organising, prioritising and planning it is impossible for me to do all is wanted and needed.

Managing time is important also for my health, because it is extremely related to stress. Stress is a reaction of the body and can be caused by in my view only negative situations, for example: feeling overloaded, overwhelmed, unsafe, unprepared, disorganised, unconfident, and other various unwanted situations. Many people say and believe that stress has good points, which are motivation, productivity, fear reduction, and help in creativity. Always remembering that each human being / body has a different way of reacting to situations.

There are a lot of things, methods, rules and analysis that are helpful on how well I manage my time.

Firstly as a help it is nice to use calendars, time tables, to do lists, graphics, etc...

Above all, the methods, rules and analysis are the most important ones. The Eisenhower method is used to organise duties and tasks in order to figure out priorities by urgency and importance. Dividing the tasks into four boxes, on the first one will be the tasks important and urgent, on the second one will be important but not urgent, third the ones not important but urgent and the last is the not important and not urgent ones, which you should delete or leave for later once all the other boxes(tasks) are done.

Pareto analysis is also an amazing technique used for time management, based on the '80-20 rule' which is premised on the idea that 80% of a project's benefit comes from 20% of work. This technique helps to identify the top percentage of the problems that occur most frequently and what are the causes. In an easier way to understand Pareto's analysis, first I need to list problems, score each problem in terms of importance and start working on those with the highest score.

Lastly as a help for time management is the SWOT analysis which is used to identify strengths, weaknesses, opportunities and threats. For me it is very difficult to talk and realise my weaknesses, that is why this technique helps me so much, it is a way to look properly at myself and improve as much as I can, helping me to prioritise, organise and focus on what is best for me and my future.

Topic number 2

Paraphrasing allows the demonstration of my understanding and interpretation of the major ideas of something written, spoken, read, etc.. using different words in a shorter form intending to make the subject easier and understandable. is a very important technique because if I can write in my own words about a source it shows how well I understood about it, helping me to clarify the information and give a different view about the same thing. It is important for me as well as a help on skills such as writing, helping me to focus and understand the ideas of the original author in case I get inspired by their work so I do not copy any information but give them in my own words.

There is an enormous difference between using sources (books, online, newspapers, etc...) to collect information and using it as a copy with no changes. A lot of people use the sources as their own work, only changing their names and presenting it at work or at school, which is something very bad because it can be considered plagiarism.

Plagiarism is **According to the online dictionary, Merriam-Webster to the word**

"plagiarise": to steal and pass off (the ideas or words of another) as one's own, to use (another's production) without crediting the source, to commit literary theft and to present as new and original an idea or product derived from an existing source.

In different words, plagiarism means to steal someone else's work and lying subsequently. It is acceptable to use someone else's work as inspiration but copying and pasting should not be an option.

Topic number 3

Summarising is to identify the most important information from a text, movie, conversation, etc... giving a brief statement of the main points. It is a very useful skill because in the act of identifying the most important things, I am considering and evaluating information. Helping also on keeping all that information in my memories. At university, summarising helps me to understand the organisational structure of a lesson and integrate the learning of major points. Helps me to focus on those elements of a text or something that the teacher is saying that is worth knowing and remembering. Always that I summarise something, a text, to be

more specific, firstly I read carefully, making sure that I understand the contents, secondly I write what I identify as the main points and lastly I revise all my writing to see if I am sure and not missing important information. Also if I am going to present my summarising for someone I always make sure that I give the right references so they know where to find the main text, from where I summarised.

Topic number 4

Public speaking means the act of speaking face to face to a live audience.

I always had issues with giving presentations so it is a very sensible topic for me. Since I went to school for the first time, I had training and classes that I was taught on how to do presentations and how to prepare slides, word documents, etc..

On my first presentation, I remember it very clearly, because I felt very good but the years passed and when I grewed people from my class started bullying who wanted to study and do a great job in school. That event made me a very shiny person and made me afraid of getting involved and speaking with different people. Over the years I started working that on myself and today I can say that I am doing a great job.

Feeling

My feelings regarding my topics are:

Time management is one of the most important topics and skills in my point of view because in any occasion or profession, knowing how to manage time is required. I feel that if I do not have a good time management skill all my day and tasks are disorganised, I can't focus on what is really necessary and end up forgetting tasks. I usually use calendars, the Eisenhower method, time tables and to-do lists.

Paraphrasing still a skill that every day or free time that I have I try to develop, because it is something that helps me a lot and will help me even more in the future. Reading a lot of articles about any subject is very helpful for me because every time that I read I try to explain in a piece of paper to myself, using my own words what i just read.

Summarising is the skill that I work on less. Is not something that I am proud of but is something that I have not made any plans on how and from where to start improving yet.

With public speaking today I can say that I am a very open person with great communication skills, of course speaking in public is still not my best thing but this course is helping me a lot on how I can improve and make things different, so i can stop being shiny, which for my future will be something amazing and very helpful as I want to be a lawyer.

The presentation on week nine took me a long time to prepare everything as one of my weaknesses is to be self critical but it was very helpful for me. I still think I did a good presentation even though I was very nervous and my muscles were shaking.

Evaluation

As every single human I am in constant evolution. Always trying to do my best and increase my knowledge.

I am very happy with the methods that I use for time management skills but at the same time there are the good and bad points. In my view the bad points for the methods that I use (time tables and calendar) are:

Time table is very hard for me to use sometimes because as in my workplace I have a different routine and schedule almost every day, so in case I plan all the week before I might need to re organise all my time table again, making me waste time, as I will need to stop all my week tasks and make a new plan.

Calendar is also one of the methods that I use but unfortunately is not very present in my life and sometimes I even forget that I have a calendar to help with my tasks.

For these two methods, to-do list and the Eisenhower method I only have good points to spot. It works perfectly for me and they complement each other as well. To-do list helps me to know clearly what tasks I have to do and the Eisenhower method helps me to know what task is most important and urgent, so it helps me to prioritise and save time.

For paraphrasing I have only one method that is helping me a lot which is reading articles and writing in my own words what I understood from it. I do not have any bad points about this method and the good ones are that I am reading a lot more than I used to, also I am improving my English and evolving my communication skill.

Summarising is a challenge for me as I am not using any method at the present time.

For public speaking I am watching a lot of videos so I can find inspiration on how people behave in situations like this. I am training and getting more confidence with this skill. Also, in case I have a presentation to be done I prepare it a few weeks before so when the deadline for the presentation comes I know every single word that I have to say and in case of any question coming from the public, I will be confident and prepared to answer.

Conclusion of Gibb's Model

I could have planned on improving every day more. In my point of view with time management, paraphrasing and public speaking skills I am going on the write way, but still I could increase the days that I separated for training so I would have extra time to practice. For Summarising I could have focused on methods such as reading either an article or report multiple times, ensuring that I do not miss any critical point with the purpose of developing my summary. Whenever I watch a video I will try to create my summary of what the person is explaining in order to make this skill easy for me.

Action Plan

As an action plan I want to start my weeks already organised, even if i have to re-organise because of my work schedule. On Sundays, which is the day of the week that I have more availability, I will organise my week with tasks that have to be done, using my time management skill to prioritise them. Also I will be adding one extra day so I can work on my weaknesses and skills that I have to focus on.

Using different methods as for time management the Pareto Analysis, for paraphrasing I will try to focus as well on informal interviews and try to paraphrase it to formal and for public speaking I have the idea of participating in workshops or any sport that I could focus and exercise my teamwork with the focus on stop being shiny.

For summarising which is the one that I need to focus on the most. I will read articles with the intention of summarising it, I will focus on the most important information and on a separate paper I will write the summary of what I assume are the most important information. A very similar method with the one that I use for paraphrase.

Conclusion

My experience in this course is wonderful. This assignment in particular brought to my life many different feelings. I was a person that could not write properly without help, because I was very insecure and did not trust myself using words, I had the impression that I did not know what I was writing about. Now I can say that I am feeling confident enough to prepare and write every single word by myself. Of course I still have many things to be improved and I will always have but this step is being a very important one in my life.

This assignment helped me to find easy ways on how to improve my skills, to prioritise, organise and focus on what is really important, making me to be a more productive person, without wasting time with things that will not help me in any occasion.

References

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